

DOT eLECTRONIC LEARNING MANAGEMENT SYSTEM (eLMS)

DOT QUICK REFERENCE GUIDE FOR LEARNERS



January 2006



Quick Reference Guide
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eLMS Terminology

- **Learner** – Student
- **Enrollment** – Registration
- **Item** – Course
- **Scheduled Offering** – Class
- **Segment** – Portion of time in a day within a Scheduled Offering. Each Scheduled Offering has at least one segment which would include a morning and afternoon session and the specific time within the day.
- **Slot** - Quota

Quick Reference Guide

Use of the DOT eLMS Online Training Function

This Job Aide is to acquaint employees on how to access the Learner side of the new DOT electronic Learning Management System, and to launch the **Online Training** DOT has acquired for its employees.

Login to the eLMS

All users will access their student accounts with the following web address -
<https://elms.dot.gov/learner/login.jsp>

Login Screen

Enter your **Learner ID** and **Password**, and click on the "Login" button. Your **Learner ID** is the **first initial of your first name, last name**, and then the **last four digits of your SSN**. For example, Bill Smith's Learner ID would be BSMITH1234. Be sure to **enter this in all capital letters**.

If you joined the DOT **before March 1, 2005**, your case sensitive password is Pass1@ + the last four digits of your SSN, for example, Pass1@1234. Remember to make only the 'P' in capital letters.

If you joined the DOT **after March 1, 2005**, then your case sensitive password is P@ssw0rd (0 is zero).

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DOT eLMS | ? Help

Welcome

DOT's eLMS is a robust learning management system that:

- Keeps track of your organizational and personal learning needs.
- Requests and schedules classes and other learning events from a calendar or catalog.
- Provides a comprehensive map of your learning with the Learning Plan, Competency Profile and Curriculum Status.
- Provides full support for your career development.

***** **RULES OF BEHAVIOR** *****

I will not knowingly introduce any malicious code into eLMS nor will I attempt to bypass or circumvent security features.

I will protect all passwords issued to me and will not disclose them to anyone. I will change my password when I may suspect that my password may have been compromised.

I will immediately notify my eLMS Administrator when I no longer require access to eLMS because of transfer, completion of project, retirement, or termination of employment.

I will protect sensitive unclassified information from unauthorized access, disclosure, modification, misuse, damage, or theft.

I will immediately notify my eLMS Administrator of any security

LEARNER ID

PASSWORD

Login

To get started

1. Enter your Learner ID and Password. (See your system administrator for your Learner ID and Password)
2. Click on "Login" to proceed to the main window.
3. The eLMS Help Desk can be reached at 405-954-4568 (6AM-6PM Central Time), or via email at ELMSHELP@dot.gov.


What if I forgot my password?



If you forgot your password, [click here](#) to have it emailed to you. You will need your Learner ID and access to your email account to retrieve your Password.

[Learning Resources](#)

Note: Users have the **ability to login into the eLMS at least 5 times before the eLMS will lock you out.** **Suggestion** – If you have tried 3 or 4 times to login and eLMS is still not allowing you access, please use the feature shown at the bottom of your login screen **"What if I forgot my password? Click Here"**. Your password will be e-mailed to you.

System Features

- Any wording that changes the mouse cursor to the hand shape  in the eLMS is clickable and will either take you to another screen or give you more information.


- **Do Not Use the Microsoft Internet Explorer**  **Back Button.** Only use a back option  (there's more than one type) **within the eLMS page you are working in**, or if no back option on page, click on a menu option to take you to another page.

- | [? Help](#) | System Help – Found at Top Right Hand of Screen.

■



Users can access System Help for all functions of the Learning Management System.

-  Page Help – Users can use Page Help if they have questions on terminology, definitions, and in some cases, “How To” do a function on the page they are presently accessing.

Learner Desktop – Home Page

Once logged into eLMS you will be taken to your "Learner Desktop Home Page". What you see on this page is a menu of functions with the rights/privileges you have been granted as a Learner within eLMS. On your Learner Desktop are navigation menus, you can perform a simple search of the catalog, browse the catalog, and read system Alerts about your learning. You will also see your Learning Plan and your Curriculum Status.

Menu **System Help**

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Welcome | [Home](#) | Search Catalog [Go](#) | [? Help](#) | [Logout](#)

Personal **Learning** **Career** **Catalog** **Reports**

• **Home** • Approvals • Order Status • Order Tickets • Profile • Regional Settings • My Communities

Welcome

9/29/2005

DOT's eLMS is a robust learning management system that keeps track of your organizational and personal learning needs and requests. You may view schedules, classes and other learning events from a calendar or catalog. eLMS provides a comprehensive map of your learning with the Learning Plan, Competency Profile and Curriculum Status. eLMS is designed to provide full support for your career development. The DOT Help Desk can be reached at 405-954-4568 (6AM-6PM CST), or via email at eLMSHELP@dot.gov.

Personal
The Personal menu provides you with tools to manage your Profile and Regional Settings, check on your Order Status and Order Tickets, and use the Career Planner to self-assign learning.

Learning
The Learning menu contains many of the tools that you will access frequently, the most important of which is the Learning Plan. The Learning Plan allows you to access your assigned online learning or register in instructor-led learning.

Career
The Competencies menu allows you to view your Assessment History, display your Competency Assignments, and perform a

Alerts
You have no alerts at this time.

Catalog
[View all available instructor-led items»](#)
[View all available online items»](#)
[Browse Catalog»](#)

Learning Plan [Go to Learning Plan](#)

Title	Type	Required By
Elements of Marketing Strategy		
Writing a Marketing Plan: Phase 1		
Writing the Marketing Plan: Creative Strategy		

Curriculum Status [Go to Curriculum Status](#)

There are no incomplete curricula for this learner.

Page Help

Menu Items

The Menu Items allow a user to navigate throughout the Learner side of eLMS. **Note:** You will find some of the Menu choices have not been activated because DOT is not using all functionality of eLMS at this time.

Note: While using eLMS there will be times when you will need to go back to the previous screen. Please **do not use** the Microsoft Back button. There should be a back option on the eLMS screen or the capability of clicking on a menu item, which will take you back to another page.



There are 5 topical Menu Items for Students –

- **Personal**
 - **Home** – This is the User Learner Desktop. The Desktop gives the user a summary of what is going on in his/her training environment.
 - **Approvals** – This view shows you all of the review and approval actions you have been asked to perform. It is divided into two primary sections: reviews and approvals for performance management activities, such as competency assessments (only if available); and approvals for training requests.
 - **Order Status** (Not in use at this time)
 - **Order Tickets** (Not in use at this time)
 - **Profile** – The Profile area is divided into three sections – Employment & Account Information/Contact Information/Notification Settings. Employees can/should edit only one area of their profile and that is their Password. To change your Password, click the word [Password](#) to open the editing password page. Make your changes and click “Apply Changes”. The Profile page will re-appear. The notification settings alert you to changes to your learning plan.
 - **Regional Settings** – Your regional settings will determine the formats and standards used to display the information available to you. These settings have been set for all users having access to the eLMS.
 - **My Communities** A collaborative tool that enables you to conduct threaded discussions/online communities (forums) through Plateau Learning
- **Learning**
 - **Learning Plan** – This area displays the complete list of items specifically requested by you, or assigned to you by your supervisor/manager based on your learning needs. The list can include items that you are required to complete on a recurring basis and the list shows items that you have not yet successfully completed. You can launch and/or remove an Online Training item from your Learning Plan. As with


most learner activities, some of what you do on your Learning Plan is dependent on the training process in your Mode.

- **Learning Calendar** – This page displays the Learning Items in which you have enrolled in a calendar view.
- **Current Registrations** (May or may not be in use – Depends on the Modal organization) - This page displays the list of Scheduled Offerings that you are registered for based on your learning needs.
- **Curriculum Status** This page includes a list of curricula that have been assigned to you.
- **Learning History** – The Learning History page shows you a summary list of items that you have completed and the dates the items were completed.
- **Career**
 - **Development Plan** – Allows a learner to view, edit, or create a new individual development plan.
 - **Assessment Status** (Not in use at this time)
 - **Assessment History** (Not in use at this time)
 - **Competency Assignments** (Not in use at this time)
 - **Career Planner** (Not in use at this time)
- **Catalog** – The most common search users may use will be the **Browse Catalog Search**.
 - **Browse Catalog** – Allows user to look at/find catalog items by subject areas.
 - **Calendar of Offerings** – You can view scheduled offerings in a calendar view.
 - **Simple Catalog Search** – If user knows the exact name/keyword of an item, user may enter this into the “Keywords” area of the Simple Catalog Search. Two boxes are checked by default – “**Instructor Led** and **Online**”. If you are looking for items under both areas leave checked; otherwise, remove the check from box of the catalog you do not wish to include in this search.
 - **Advanced Catalog Search** – The use of Advance Search is very similar to that of the Simple Search. The search process, however, has multiple layers. The Items you will see on the Results page are those that fit all of the criteria you set in the search filters used during the search.
- **Reports** – allows user to generate ten different reports
 - Curriculum Status (Not available/in use at this time)
 - Individual Development Plan
 - Item Requests
 - Item Status
 - Learner Information
 - Learning History
 - Learning Hours
 - Learning Needs
 - Learning Plan
 - Tuition (Not available/in use at this time)

Online Training

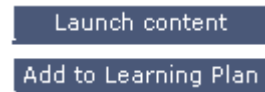
All DOT employees have access through eLMS to approximately 2000 web-based training courses. **To start using this DOT online web-based training, employees will need to receive approval from their immediate supervisor.** If you have any questions regarding the process of usage of this training, please contact your Training Administrator.

Access Online Training

1. Login into eLMS using (see page 4 for login procedures)
2. Click on the menu item “Catalog” and choose the search function you wish to use to find the training item you are interested in taking. There are 3 different ways to find training in eLMS:
 - **Browse Catalog** – Click on the “Browse Catalog” option and find the Subject Area that you think best suits the training you are looking for. A list of courses will appear.
 - **Simple Catalog Search** – Click on “Simple Catalog Search” if you know the specific name of the item of training you are looking for; or if you would like to scroll through what the catalog offers. To scroll through just enter the Simple Catalog Search area and click on the search button .
 - **Advanced Catalog Search** – Click on “Advanced Catalog Search” to narrow your quest for a specific training item; or broaden your search to find training, which may fall into different subject areas.
3. When you find the item you are looking for, click on the **blue** Item name to see a description of the training.

Steps to Obtain Training

1. Once **you have received your supervisor’s approval to take the DOT Online Training**, select an option on the far right hand of the screen – “**Launch Content**” or “**Add to Learning Plan**”.



Note: If your organization offers Instructor Led Training (ILT) in eLMS and you wish to take this ILT training, please refer to your internal training process on how to do this, or speak with your Training Administrator.

2. If you choose “**Add to Learning Plan**”, the item will be added to your Learning Plan and you may take this training **when you are ready to**.
3. If you choose “**Launch Content**”, you are telling the system you wish to take the Online Training **now** and the system will go through a sequence to bring this training onto your desktop so you can begin the training.
4. If you do not have time to finish the training, you should “**Exit**” the training. **Note:** Please make sure you use the “**Exit**” Menu option listed on the Online Training Menu so the system will **bookmark** where you have stopped your training (this allows you to return to where you left off – not using the Online Menu Option “Exit” will result in beginning the training from Lesson 1 again).

Credit for Training

If you wish to have credit for taking an Online Training Item and having the training added to your Training History, you must complete the Online Training by going through the course and after each lesson taking the corresponding test. **You must receive a 70% or better for each test taken to receive credit for the course.**

Note: When completing your web-based training for credit, **please make sure you complete all** the requirements/objectives of this web-based training course.

There are 4 different styles of web-based training courses offered in the DOT web-based training catalog, and each of these 4 styles of training have certain requirements that have to be met prior to your receiving credit for the course. ***If you do not complete all the requirements, the training will not be credited into your Training History. Make sure all objectives are completed and that you show test scores of 70% or better for all testing areas.***

Learning Plan

This area displays the complete list of learning items specifically requested by you, or assigned to you by your supervisor/manager based on your learning needs. The list can include items that you are required to complete on a recurring basis and the list shows items that you have not yet successfully completed. Employees can launch and/or remove an Online Training item from your Learning Plan. As with most learner activities, some of what you do on your Learning Plan is dependent of the training process in your Mode.

The Learning Plan includes the following columns:

- **Title** of the Item (which links to the Item **Description/Details** page)
- **Type** of training (online, instructor-led, other)
- **Required By** (Date). **Note:** The **Required By** date defaults to the date of entry of Item to Learning Plan unless another date is entered by an Administrator
- **Status** shows user status of usage of item
- **Action** allows a user to launch an Online Catalog Item. **Note:** The Action item is based on the privileges/rights you are granted by the Training Administrator.
- **Remove** item from Learning Plan

Personal

Learning

Career

Catalog

Reports

• Learning Plan • Learning Calendar • Current Registrations • Curriculum Status • Learning History

Learning Plan

This page displays the complete list of the items specifically assigned to you based on your learning needs. The list includes items that you are required to complete on a recurring basis as well.

[Expand All] [Collapse All]

Learning Plan

Items: All

Required: All

Title	Type	Required By	Status	Action	Remove
▶ Digital Photography from HP	📁		In progress	Launch content	☒
▶ Implementing and Evaluating Self-directed Learning	📁		Available	Launch content	☒

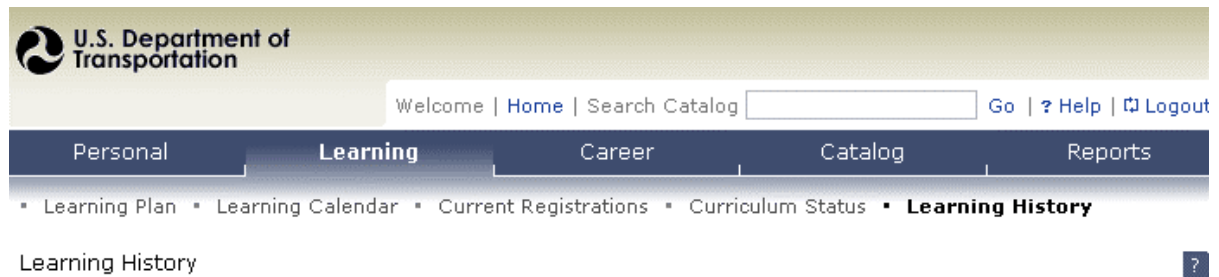
Launch Item

Remove Item

You can customize the items that you see by selecting from the “Items” feature.

Learning History

The Learning History page shows a summary list of items you have completed and the dates the items were completed. To view specific item details in your learning history, click the corresponding **blue** title of the item. You can sort the list by the Title of the items or the Completion Date of the items.



The Learning History page shows you a summary list of the items that you have completed and the dates the items were completed. To view the details of a specific item in your learning history, simply click the corresponding title of the item. You can sort the list by the Title of the items or the Completion Date of the items on the list.

Learning History			
Title ▲	Completion Date	Status	Action
(CBI) EMERGENCY READINESS FOR THE 21ST CENTURY	10/30/2001 12:00 PM EST	Pass	Print Completion Certificate
AIRPORT PLANNING CRITERIA	7/7/2003 12:00 PM EST	Pass	Print Completion Certificate
AUTOMATED INVENTORY TRACKING SYSTEM (AITS)	3/23/2004 12:00 PM EST	Pass	Print Completion Certificate

Reports

Reports allow a user to see/print information from the Learning Plan, Learning History, etc.,

1. To access reports; click on the **Reports** Menu Item.
2. Find the report you wish to generate, and click its **Title**.
3. Indicate if you want the reports generated for **Yourself**, **Your Subordinates** (if you are a supervisor), or **Both**.
4. Enter, if you wish, a **Title**, **Header** and a **Footer** for the report.
5. Select the Report Destination (**Browser** or **Local File**).
6. Select the report format (**XML**, **CSV**, **HTML**, or **PDF**) using the corresponding radio buttons (normally user will choose HTML or PDF unless they want to take the information from the report and drop the information into an Excel or Access file).
7. Use the corresponding checkbox to Indicate if you want to **Mask the Learners' IDs**.
8. You may choose to have **Page Breaks Between Records**.

Supervisors/Managers

If your Mode has initiated this capability – There is a sixth Topical Menu Item for Supervisors/Managers. Five of the Menu Items are the same as for Students -- the sixth Menu Item for Supervisors/Managers is “My **Employees**.” The My Employees Menu allows supervisors/managers to manage their employees.

My Employees

Subordinates – This page provides features to manage their learning activities. Your subordinates are learners under your supervision.

Manage Learning Plan – The Learning Plan wizard is used to add items or remove items to the Learning Plans of your subordinates.

Manage Subordinate Registration – This page allows you to register and to un-register your subordinates to and from scheduled offerings.

Assessment Review – Evaluates learners' abilities in their competencies.

Individual Development Plan (IDP) – Create a new IDP or review development plans submitted by your subordinates.

If you have any questions on how you as supervisors/managers should interact with the menu option “My **Employees**”, please contact your Training Administrator.

Help

The DOT Help Desk will help users with Online Access/IT related problems encountered while working in eLMS.

The Help Desk is in Oklahoma City, OK, and users may contact the Help Desk from 6:00 a.m. to 6:00 p.m. CST, Monday through Friday. The phone number is 405 954-4568 – A Help Desk specialist will be there to assist you, or you may send the Help Desk an e-mail from your desktop describing your question/problem and they will respond back to you. The Help Desk e-mail address is eLMSHelp@dot.gov

If you have questions regarding the process of Training for your organization – **Example:** What type of training should I take? How can I receive credit for the training I have taken? My Personnel Data is not correct who should I contact? I have a course I took 2 years ago and it is not showing in my Training History, how do I get it in my history? For these types of questions, users should contact their Organizational **Training Administrator** since the Help Desk will not know the organizations internal processes.

Users also may access the DOT eLMS Website, for additional information on eLMS. The website's address is - <http://elms-info.dot.gov>

The eLearning portal is located at: <http://www.academy.faa.gov/elearning/>
This site is a one-stop spot for information to help you with all of your eLearning needs.